United Nations ST/SGB/2005/16

Secretariat

22 August 2005

# Secretary-General's bulletin

## New mechanisms to strengthen the executive management of the United Nations Secretariat

The Secretary-General, for the purposes of streamlining and improving the decision-making processes at the executive level in the Secretariat, has decided to establish two new high-level committees, namely, a Policy Committee and a Management Committee, and to amend the terms of reference of the Senior Management Group.

**Section 1**
**Policy Committee**

*Functions*

1.1 The Policy Committee shall consider issues requiring strategic guidance and policy decisions on thematic and country-specific issues affecting the Organization and shall identify emerging issues.

*Composition*

1.2 The Policy Committee shall be chaired by the Secretary-General. Its members shall consist of the Deputy Secretary-General, the Chef de Cabinet, the Chair of the Executive Committee on Peace and Security, the Under-Secretary-General for Peacekeeping Operations (alternate Chair), the Chair of the United Nations Development Group, the Chair of the Executive Committee on Economic and Social Affairs, the Chair of the Executive Committee on Humanitarian Affairs, the High Commissioner for Human Rights, the Legal Counsel, the Under-Secretary-General for Communications and Public Information and the Special Adviser on Africa. Substitutes may participate by invitation in case of unavailability of one or more of the members.

*Frequency of meetings*

1.3 The Policy Committee shall normally meet once a week.

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**Section 2**
**Management Committee**

*Functions*

2.1 The Management Committee shall consider internal reform and management-related issues requiring strategic direction from the Secretary-General.

*Composition*

2.2 The Management Committee shall be chaired by the Secretary-General. Its members shall consist of the Deputy Secretary-General, the Chef de Cabinet, the Under-Secretary-General for Management, the Under-Secretary-General for Economic and Social Affairs, the Under-Secretary-General for Peacekeeping Operations and the Under-Secretary-General for General Assembly and Conference Management. Substitutes may participate by invitation in case of unavailability of one or more of the members.

2.3 Heads of departments and offices who are not members of the Management Committee may propose items for consideration by the Committee, which may invite them to participate as required.

*Frequency of meetings*

2.4 The Management Committee shall normally meet once a month.

**Section 3**
**Senior Management Group**

3.1 The Senior Management Group referred to in section 4.1 of ST/SGB/1997/5 shall now function as a forum for exchange of information and experiences among all the heads of departments, offices, funds and programmes of the United Nations. The Secretary-General may use the Senior Management Group to raise and provide guidance on important cross-cutting issues.

3.2 The Senior Management Group shall normally meet every two weeks.

3.3 Section 4.1 of ST/SGB/1997/5 is replaced by the text set out in the annex to the present bulletin.

**Section 4**
**Final provision**

The present bulletin shall enter into force on 1 September 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General

## Annex

Section 4.1 of Secretary-General's bulletin ST/SGB/1997/5 is hereby replaced by the following:

> 4.1 The Policy Committee and the Management Committee established by ST/SGB/2005/16, together with the Senior Management Group whose function is defined in section 3.1 of the aforementioned bulletin, shall be the principal mechanisms for coordination of the work of the Organization. The existing four executive committees, the membership of which includes all the departments, offices, funds and programmes of the United Nations, shall continue to meet periodically to discuss sectoral issues. Subject matter that does not require the attention of the Policy Committee, the Management Committee or of the Senior Management Group should be coordinated in accordance with sections 4.2 and 4.3.